



Office of the City Clerk

Weekly Report – for Week Ending May 15, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

TOP ITEMS

ClerkSTAT - The monthly ClerkSTAT meeting was held.

May 19, 2015 General Municipal Election:

Supply Pick Up Day - On May 9, staff conducted Supply Pick-up Day, dispatching 24 trucks carrying 661 precinct supplies to 13 collection depots throughout the election jurisdiction

Poll Worker Recruitment/Training - Staff achieved 100 percent poll worker recruitment this week, including placing a total of 253 city employees as poll workers. 30 training workshops were conducted.

Vote-By-Mail (VBM) - To date, a total of 321,446 VBM ballots have been issued and 48,908 voted VBM ballots have been received. VBM Ballot processing and inspection began on May 15.

Voter Outreach - Staff attended 10 events this week which resulted in recruiting 46 poll workers and registering 21 people to vote.

WiFi at the Warehouse - A Communication Service Request (CSR) has been submitted to install WiFi at the Piper Tech Center election warehouse to support election mobile applications such as supply and ballot tracking on election days.

Logic and Accuracy Test - The official test of the Ballot Tally System was conducted. The logic and accuracy test is required by the Secretary of State and conducted prior to every election.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	15/3
Number of Notices/Publications	13
Number of Contracts Attested	31
Number of Council Files Created	80
Number of Claims Received	102
Number of Referrals	44
Number of Council Meetings	5
Number of Committee Meetings	4

Ad Hoc Committee - A new Council Ad Hoc Committee on Homelessness has been added and updated to the Internet folders and Early Notification System (ENS). The list reflects the recent Council adopted new committee.

Neighborhood and Business Improvement Districts:

On May 11, 2015, staff attended a meeting with the Clean Streets Initiatives Working Group.

On May 12, 2015, the Ordinance of Modification for the Arts District Los Angeles Business Improvement District and the Ordinance of Establishment to levy a special assessment on businesses in the Los Feliz Village Merchant based Business Improvement District were adopted by Council.

On May 13, 2015, the items on the Special Agenda were continued to the Council meeting on May 15. These items were: renewal reports for Gateway to LA and the LA Tourism Marketing District Business Improvement Districts and establishment reports for the South Park II Business Improvement District. Adoption is anticipated to take place on Friday.

- *Council Considers Proposed Budget on May 21st*
- *Logic and Accuracy Test of the Ballot Tally System Conducted*
- *100% of Poll Workers Recruited*
- *Election Supply Pickup Day Took Place Last Weekend*



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Staff met with the proponents for the proposed Hollywood Western Business Improvement District and attended the LA BID Consortium meeting at the Baldwin Hills Plaza.

City Archives - A photo use license was issued for photographs to appear in a publication on MacArthur Park. The City Archives assisted a historian to research the annual reports of the Police Commission.

Fiscal - Staff met with DONE and Controller's staff regarding Neighborhood Council Funding Program improvements.

General City Purposes/AB1290/Council - Staff received two (2) allocation requests; drafted one (1) contract; has 11 contracts in progress; has (4) contract closeouts in process; closed out one (1) contract; and processed (10) payments. Staff reviewed 29 GCP allocation requests; processed 40 invoices for payment; and drafted three (3) contract amendments.

Personnel - Staff held four (4) new employee orientations and held one FMLA orientation.

ISSUES

Live Web Broadcast of Council Meeting (Granicus) - The Granicus Live Video meeting was not available for the 5/13/15 Council meeting. The Information Technology Agency is working with the vendor to address the issue.

UPCOMING . . .

Council Consideration of Mayor's Proposed Budget - Thursday, May 21, 2015 at 9:00 a.m.